

W A R N I N G

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MONTHLY TECHNICAL PROGRESS REPORT

for the period

October 1 –October 31, 2004

Submitted to:

U.S. Environmental Protection Agency

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Under Contract 68-R9-01-01

Submitted by:



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EPA CONTRACT NO. 68-R9-01-01
SUPERFUND RECORDS MANAGEMENT SUPPORT, REGION 9
October 2004 Monthly Progress Report

TOAM: Elaine Chan
TOM: Patrick Gookin

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Task Order

The monthly report was submitted to the TOAM on October 1.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment Report were all submitted to the TOAM on October 15.

The Records Center Performance Measurement Reports were submitted to the TOAM on October 12.

The Contract Documents Indexing Progress Report was submitted to the TOAM on October 13.

The Operating Industries, Inc. Landfill indexing progress report was submitted to RPM Lance Richman on October 18.

The Contracts On-Site Box Storage Report and the Cost Package Documentation Index were updated weekly in the *Express Link* database.

The Circulation Department and the Cost Recovery Department CBI Circulation/Disclosure Reports were generated and submitted to the EPA CBI Officer on October 13 and October 10 respectively.

A RIM IV provided the current invoice for Records Center operations, including site-specific detail attachment, to the TOAM on October 18.

On October 26, the TOM provided to the TOAM a report of projected productivity impacts resulting from the latest staff resignation, which will bring the staff down to 24 fte.

A Librarian IV updated the *Site Assessment FOIA Procedures Manual* on October 21 and submitted it to the TOAM.

Future Activities

Monthly technical and financial reports will be delivered to the TOAM by the 10th of the month.

Records Center guidance materials will be created, or revised and updated as required.

Furniture and equipment will continue to be tracked for the semi-annual property inventory updates.

1.2 Close-Out of the Task Order

No work was performed under this subtask this reporting period.

Future Activities

Close-out activities will be performed as described in the *Transition Plan for the Closeout of Contract 68-R9-01-01* and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 3,361 documents and edited 3,704 index records in the Superfund Document Management System (SDMS) database for the following sites and collections:

AEROJET GENERAL CORP (RANCHO CORDOVA)
ALARK HARD CHROME
AMCO CHEMICAL
ARIZONOLITE CO/WR GRACE
ASCON LDFL HUNTINGTON BEACH
BARSTOW MARINE CORPS LOGISTICS BASE
BESBITO-JEDDITO DIP VAT
BLUE CANYON ROAD DIP VAT
BLUE GAP DIP VAT
BROWN AND BRYANT INC SHAFTER FACILITY
BURR-BROWN (TUCSON INTERNATIONAL AIRPORT AREA)
CAL-AIR, INC
CASMALIA RESOURCES
CENTRAL EUREKA MINE
COTTONWOOD DIP VAT
DACCO, INC
DALTON PASS DIP VAT
DEL AMO FACILITY
DEL MONTE CORP (OAHU PLANTATION)
DENOVA ENVIRONMENTAL, INC
DOMTAR GYPSUM AMERICA INC
EAGLE #1 MILL SITE
EL TORO MARINE CORPS AIR STATION
FMC CORP (FRESNO PLANT)
FRESNO MUNICIPAL SANITARY LANDFILL
FRONTIER FERTILIZER
GAMBONINI MERCURY MINE
GP GYPSUM CORP (LONG BEACH)
HASSAYAMPA LANDFILL
HESPERIA DRUG LAB FIRE
HILLSIDE MINE
HONOLULU HARBOR PROJECTS
INDIAN BEND WASH AREA
INDUSTRIAL WASTE PROCESSING
IRON MOUNTAIN MINE
IVA
J H BAXTER & CO (WEED)
JEDDITO ISLAND DIP VAT
JET PROPULSION LABORATORY
KAHUKU SUGAR MILL
KANAHUA POND WEST
KING TUTT MESA AGGREGATE
KLAU/BUENA VISTA MINE
KNOLLS LODGE MOBILE HOME PARK
KNOX STREET MERCURY
KOPPERS CO, INC (OROVILLE PLANT)
KRYSTAL REFINERY OIL SPILL-CY3
LA HABRA STUCCO
LA RIVER OIL SEEPS

LAGOON DRIVE CHEMICALS
LAKE MEAD NAT RECREATIONAL AREA
LARGO DIP VAT
LCT ENVIRONMENTAL
LEE TOADLENA DIP VAT
LEMCO INC
LEVIATHAN MINE
LIBBY SISTER SITES (ASBESTOS PROJECT)
LITTLE OIL CO
LONE PINE
LONG BEACH OIL SPILL
LORENTZ BARREL & DRUM CO
LOUISIANA-PACIFIC CORP
LUPTON DIP VAT
MAGNA CORP
MAGNETEK
MARCH AIR FORCE BASE
MASTER PLATING
MATHER AIR FORCE BASE
MCCLELLAN AIR FORCE BASE
MCCLEUR TAILINGS
MCCLOUD DRUMS
MCCOLL
MCCORMICK & BAXTER CREOSOTE
MCFARLAND STUDY AREA
MCNAMARA & PEEPE
MEXICAN SPRINGS COMMUNITY DUMP
MGM BRAKES
MINEREC MINING CHEMICAL
MODESTO GROUND WATER CONTAMINATION
MOFFETT NAVAL AIR STATION
MOLOKAI COMM SERVICES COUN BROWNFIELDS
MONITOR PLATING
MONTEREY AIRPORT
MONTROSE CHEMICAL CORP
MOTOROLA, INC (52ND STREET PLANT)
MTBE CHARNOCK
MTBE SOUTH LAKE TAHOE
NATIONAL GYPSUM (LONG BEACH)
NAVAJO FOREST PRODUCTS INDUSTRIES
NAVAJO NATION URANIUM MINES (1)
NAVAJO NATION URANIUM MINES (2)
NAVAJO RADIOACTIVE HOGANS SITE
NAVARRO PROPERTY
NEWMAN DIP VAT
NEWMARK GROUNDWATER CONTAMINATION
NINETEENTH AVENUE LANDFILL
OAK/PINE SPRINGS DIP VAT
OCCIDENTAL CHEMICAL CO CASA GRANDE
OLD RED LAKE ROAD DIP VAT
OMEGA CHEMICAL CORP
OPERATING INDUSTRIES, INC LANDFILL
ORDOT LANDFILL
PABCO GYPSUM

PACIFIC COAST PIPE LINES
PACIFIC WASTE DISPOSAL SERVICES
PARLIN FORK/CA DEPT OF FORESTRY
PG&E BIG BEND POWERHOUSE
PG&E CONTRA COSTA POWER PLT
PG&E EMERYVILLE
PG&E ENGINEERING RESEARCH CTR
PG&E HOOPA TRANSFORMER SUBSTA
PG&E IGNATIO SUBSTA
PG&E MCDONALD IS
PG&E MORRO BAY POWER PLT
PG&E POTRERO POWER PLANT
PG&E SAN JOSE
PG&E SERV CTR SAN RAFAEL
PG&E SERVICE CENTER
PG&E TOPOCK COMPRESSOR STA
PG&E GAS PLANT BAKERSFIELD
PG&E GAS PLANT BENECIA 104 1
PG&E GAS PLANT CHICO 210 1
PG&E GAS PLANT CHICO 210 1A
PG&E GAS PLANT COALINGA
PG&E GAS PLANT COLUSA
PG&E GAS PLANT DALY CITY
PG&E GAS PLANT EUREKA 119 1A
PG&E GAS PLANT EUREKA 119 1B
PG&E GAS PLANT EUREKA 119-1
PG&E GAS PLANT FOWLER
PG&E GAS PLANT FRESNO 325 3
PG&E GAS PLANT GILROY
PG&E GAS PLANT GRASS VALLEY 215 1
PG&E GAS PLANT GRASS VALLEY 215 1A
PG&E GAS PLANT HOLLISTER
PG&E GAS PLANT LIVERMORE
PG&E GAS PLANT LODI
PG&E GAS PLANT LOS GATOS
PG&E GAS PLANT MADERA
PG&E GAS PLANT MARYSVILLE 212 2
PG&E GAS PLANT MARYSVILLE 212 2A
PG&E GAS PLANT MERCED
PG&E GAS PLANT MODESTO
PG&E GAS PLANT MONTEREY
PG&E GAS PLANT NAPA 104 3
PG&E GAS PLANT NAPA 104 3A
PG&E GAS PLANT NEVADA CITY
PG&E GAS PLANT OAKDALE
PG&E GAS PLANT OAKLAND 601 2
PG&E GAS PLANT OAKLAND 601 2A
PG&E GAS PLANT OROVILLE
PG&E GAS PLANT PETALUMA
PG&E GAS PLANT PITTSBURG
PG&E GAS PLANT RED BLUFF
PG&E GAS PLANT REDDING
PG&E GAS PLANT REDWOOD CITY
PG&E GAS PLANT SACRAMENTO 206 2

PG&E GAS PLANT SACRAMENTO 206 2A
 PG&E GAS PLANT SACRAMENTO 206 2B
 PG&E GAS PLANT SALINAS
 PG&E GAS PLANT SAN FRANCISCO 502 1
 PG&E GAS PLANT SAN FRANCISCO 502 1A
 PG&E GAS PLANT SAN FRANCISCO 502 1B
 PG&E GAS PLANT SAN FRANCISCO 502 1C
 PG&E GAS PLANT SAN FRANCISCO 502 1D
 PG&E GAS PLANT SAN LUIS OBISPO
 PG&E GAS PLANT SAN RAFAEL 104 5
 PG&E GAS PLANT SAN RAFAEL 104 5A
 PG&E GAS PLANT SANTA CLARA
 PG&E GAS PLANT SANTA CRUZ
 PG&E GAS PLANT SANTA ROSA 104 6
 PG&E GAS PLANT SANTA ROSA 104 6A
 PG&E GAS PLANT ST HELENA
 PG&E GAS PLANT STOCKTON
 PG&E GAS PLANT TRACY
 PG&E GAS PLANT TURLOCK
 PG&E GAS PLANT UKIAH
 PG&E GAS PLANT VALLEJO 104 9
 PG&E GAS PLANT VALLEJO 104 9A
 PG&E GAS PLANT WATSONVILLE 408 8
 PG&E GAS PLANT WATSONVILLE 408 8A
 PG&E GAS PLANT WILLOWS
 PG&E GAS PLANT WOODLAND
 PGP IND INC
 PHELPS DODGE CORP COPPER QUEEN BRANCH
 PHELPS DODGE HISTORICAL SMELTER
 PHELPS DODGE MORENCI
 PHELPS DODGE PLANTSITE SHOPPING CENTER
 PHILLIPS ENGINEERING
 PHILS CUSTOM PLATING
 PHOENIX DATA
 PHOENIX DOWNTOWN SOUTHWEST AREA
 PHOENIX GOODYEAR AIRPORT AREA
 PHOENIX HEAT TREATING INC
 PHOENIX NEWSPAPERS INC
 PHOENIX NORTHWEST SERVICE CENTER CITY OF
 PHOENIX PLASTICS INC
 PHOENIX SKY HARBOR INTL AIRPORT
 PHOENIX TRANSFORMER CO
 PHOENIX WELDING SUPPLY CO
 PHOENIX WELL #193
 PHOENIX WELL #226
 PHOENIX WELL #71
 PHYSICS INTERNATIONAL CO
 PICACHO CONTAINER DSPL SITE
 PICACHO MINES
 PICK A PART
 PICKRELL D J
 PIE NATIONWIDE TRUCK FACILITY
 PIERCE & STEVENS CHEMICAL CORP
 PIERCE AVIATION

PILOT CHEM CO
PILOT PETROLEUM CORP
PILOT TRAVEL CENTER #328
PIMA CHANDLER IND PARK
PIMA COUNTY TRANS OPS
PIMA GRO SYSTEMS INC
PIMA LANDING STRIP
PIMA PAVING INC
PINE SPRINGS DIP VAT
PINON DIP VAT
PIONEER PIT AND GARDNER'S
POVERTY TANK DIP VAT
PRESERVATION AVIATION
RALPH GRAY TRUCKING CO
RAVENSWOOD INDUSTRIAL AREA
RIALTO COLTON PLUME
SACRAMENTO ARMY DEPOT
SAIPAN PESTICIDES
SAN FERNANDO VALLEY (ALL RECORDS)
SAN GABRIEL VALLEY (AREAS 1-4)
SANDERS AVIATION
SELMA TREATING CO
SHIPROCK #1 DIP VAT
SOUTHWEST PHOTO CHEM
ST MICHAELS DIP VAT
STAUFFER CHEM CO CARSON
SULPHUR BANK MERCURY MINE
SUNRISE MOUNTAIN LANDFILL
TARP (TUCSON INTERNATIONAL AIRPORT AREA)
THERM-O-ROCK IND
TOHATCHI - OAKSPRING DIP VAT
TREASURE ISLAND NAVAL STATION-HUN PT AN
TUCSON AFP-44 (TUCSON INTERNATIONAL AIRPORT AREA)
TUCSON SOURCES (TUCSON INTERNATIONAL AIRPORT AREA)
TUCSON WEST CAP (TUCSON INTERNATIONAL AIRPORT AREA)
TUSTIN MARINE CORPS AIR STATION
UNASSIGNED RECORDS
UPPER FRUITLAND DIP VAT
WASTE DISPOSAL INC
WATKINS-JOHNSON CO (STEWART DIV)
WR GRACE & CO (PHOENIX)
WR GRACE (SANTA ANA)

A Librarian IV eliminated the indexing backlog of the Cooper Drum site this month.

The site assessment Librarian IV received 6 lft. of new documents, of which .3 lft. were federal facilities documents, and processed 17 new sites. In addition, .3 lft. of Oil Facility Response Plans material and .7 lft. of NPL Docket material were received.

Staff conducted quality assurance on approximately .2 lft. of remedial and removal site files during October. The process includes shelf-reading, verifying that all documents are accounted for and are foldered appropriately, and verifying that the folders contain the correct documents and are shelved in their designated locations. Staff shifted approximately 107.5 lft. of documents to make room on the shelves for new documents.

The site assessment Librarian IV shifted 8 lft. of files to make room for new documents.

A Librarian IV completed the 4th quarter quality assurance review of new authority file entries. This review ensures the accuracy and consistency of personal names, affiliates and cross references entered into the SDMS database.

On October 22, staff met with the TOAM and Environmental Protection Specialist La Donna Thomas, to discuss the upcoming RCRA Underground Storage Tanks project. Preliminary issues were clarified. It was agreed that a second meeting will be scheduled to finalize the details of this project, which is expected to begin in November.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS database.

2.2 Document Pick-up, Processing, File Management, and Storage

26.8 lft. of documents were collected from 75 Hawthorne. A total of 13 Transfer of Records forms was processed.

22.8 lft. of documents were retrieved from off-site storage at the FRC.

Document Processing staff processed documents (including removing bindings, redacting, stamping, photocopying, or preparing for scanning or microfilming) for the Tucson International Airport Area A & Area B Groundwater OU AR, Supplement 7. (.1 lft.)

Staff performed quality assurance on .7 lft. of material returned from circulation or from microfilm/copy services.

The Holdings Report, FRC Storage Report, and On-Site Storage Report were all updated on October 22.

Staff checked .2 lft. of unindexed Cameron Uranium Ore Pile and .1 lft of unindexed San Gabriel Valley (Areas 1-4) site documents for possible duplication with documents already in the site file or sent to the FRC.

Future Activities

Staff will continue to work on the organization, verification, and retirement of material in the Box Storage Department.

The Document Processing RMS III and Information Aide will continue to process files, shelve, and retrieve documents. They will also continue to check new documents for possible duplication with records already received and indexed in the site files.

Staff will continue to retire site file documents to the FRC.

2.3 Scanning

SDMS Team members scanned and quality assured documents for the following sites/collections. After scanning, the documents were forwarded for retirement to the FRC:

ALARK HARD CHROME (7 documents) (175 pages)

AMCO CHEMICAL (49 documents) (1282 pages)

AMSTAR CORP SPRECKELS SUGAR DIV F-1 (1 document) (40 pages)

BAKERSFIELD CHROME & BUMPER (22 documents) (821 pages)

BROWN AND BRYANT INC SHAFTER FACILITY (48 documents) (3348 pages)

BURR-BROWN (TUCSON INTERNATIONAL AIRPORT AREA) (36 documents) (953 pages)

CARSON RIVER MERCURY SITE (97 documents) (1464 pages)

CASMALIA RESOURCES (335 documents) (4776 pages)
 DAVIS MONTHAN AFB (1 document) (35 pages)
 DEL NORTE PESTICIDE STORAGE (40 documents) (412 pages)
 DENOVA ENVIRONMENTAL, INC (112 documents) (3401 pages)
 FORD CITY BURN DUMP (1 document) (33 pages)
 FORT IRWIN NAT TRAINING CTR (2 documents) (278 pages)
 FRONTIER FERTILIZER (105 documents) (374 pages)
 HAWAII MERCURY (1 document) (3 pages)
 INDIAN BEND WASH AREA (120 documents) (4656 pages)
 INDUSTRIAL WASTE PROCESSING (1 document) (110 pages)
 IRON MOUNTAIN MINE (18 documents) (708 pages)
 KLAU/BUENA VISTA MINE (1 document) (11 pages)
 LAVA CAP MINE (14 documents) (144 pages)
 LEVIATHAN MINE (170 documents) (4975 pages)
 MATHER AIR FORCE BASE (1 document) (36 pages)
 MOTOROLA, INC (52ND STREET PLANT) (41 documents) (7411 pages)
 OAK RIDGE HIGH ASBESTOS (4 documents) (418 pages)
 OMEGA CHEMICAL CORP (19 documents) (1885 pages)
 OPERATING INDUSTRIES, INC LANDFILL (602 documents) (16153 pages)
 ORDOT LANDFILL (1 document) (3 pages)
 PACIFIC COAST PIPE LINES (4 documents) (266 pages)
 PACIFIC STATES STEEL (1 document) (8 pages)
 PG&E BIG BEND POWERHOUSE (3 documents) (46 pages)
 PG&E CONTRA COSTA POWER PLT (2 documents) (70 pages)
 PG&E EMERYVILLE (1 document) (323 pages)
 PG&E ENGINEERING RESEARCH CTR (1 document) (8 pages)
 PG&E GAS PLANT BAKERSFIELD (1 document) (14 pages)
 PG&E GAS PLANT BENECIA 104 1 (1 document) (11 pages)
 PG&E GAS PLANT CHICO 210 1 (2 documents) (87 pages)
 PG&E GAS PLANT CHICO 210 1A (1 document) (38 pages)
 PG&E GAS PLANT COALINGA (1 document) (12 pages)
 PG&E GAS PLANT COLUSA (2 documents) (52 pages)
 PG&E GAS PLANT DALY CITY (4 documents) (382 pages)
 PG&E GAS PLANT EUREKA 119 1A (1 document) (19 pages)
 PG&E GAS PLANT EUREKA 119 1B (1 document) (18 pages)
 PG&E GAS PLANT EUREKA 119-1 (3 documents) (88 pages)
 PG&E GAS PLANT FOWLER (1 document) (11 pages)
 PG&E GAS PLANT FRESNO 325 3 (4 documents) (162 pages)
 PG&E GAS PLANT GILROY (1 document) (10 pages)
 PG&E GAS PLANT GRASS VALLEY 215 1 (1 document) (14 pages)
 PG&E GAS PLANT GRASS VALLEY 215 1A (1 document) (16 pages)
 PG&E GAS PLANT HOLLISTER (2 documents) (41 pages)
 PG&E GAS PLANT LIVERMORE (1 document) (11 pages)
 PG&E GAS PLANT LODI (1 document) (12 pages)
 PG&E GAS PLANT LOS GATOS (2 documents) (96 pages)
 PG&E GAS PLANT MADERA (2 documents) (42 pages)
 PG&E GAS PLANT MARYSVILLE 212 2 (2 documents) (64 pages)
 PG&E GAS PLANT MARYSVILLE 212 2A (1 document) (24 pages)
 PG&E GAS PLANT MERCED (2 documents) (51 pages)
 PG&E GAS PLANT MODESTO (2 documents) (71 pages)
 PG&E GAS PLANT MONTEREY (2 documents) (53 pages)
 PG&E GAS PLANT NAPA 104 3 (2 documents) (29 pages)
 PG&E GAS PLANT NAPA 104 3A (1 document) (17 pages)
 PG&E GAS PLANT NEVADA CITY (1 document) (11 pages)

PG&E GAS PLANT OAKDALE (2 documents) (50 pages)
 PG&E GAS PLANT OAKLAND 601 2 (3 documents) (73 pages)
 PG&E GAS PLANT OAKLAND 601 2A (1 document) (31 pages)
 PG&E GAS PLANT OROVILLE (1 document) (13 pages)
 PG&E GAS PLANT PETALUMA (2 documents) (65 pages)
 PG&E GAS PLANT PITTSBURG (3 documents) (25 pages)
 PG&E GAS PLANT RED BLUFF (1 document) (12 pages)
 PG&E GAS PLANT REDDING (2 documents) (70 pages)
 PG&E GAS PLANT SACRAMENTO 206 2 (5 documents) (948 pages)
 PG&E GAS PLANT SACRAMENTO 206 2A (2 documents) (28 pages)
 PG&E GAS PLANT SACRAMENTO 206 2B (1 document) (26 pages)
 PG&E GAS PLANT SALINAS (2 documents) (71 pages)
 PG&E GAS PLANT SAN FRANCISCO 502 1 (1 document) (38 pages)
 PG&E GAS PLANT SAN FRANCISCO 502 1A (1 document) (48 pages)
 PG&E GAS PLANT SAN FRANCISCO 502 1B (1 document) (36 pages)
 PG&E GAS PLANT SAN FRANCISCO 502 1C (2 documents) (61 pages)
 PG&E GAS PLANT SAN FRANCISCO 502 1D (1 document) (36 pages)
 PRESERVATION AVIATION (15 documents) (112 pages)
 SACRAMENTO ARMY DEPOT (7 documents) (212 pages)
 SAIPAN PESTICIDES (7 documents) (36 pages)
 SAN FERNANDO VALLEY (ALL RECORDS) (1 document) (141 pages)
 SAN FERNANDO VALLEY (AREA 1 & ALL AREAS) (66 documents) (174 pages)
 SAN FERNANDO VALLEY (AREA 2) (1 document) (141 pages)
 SAN GABRIEL VALLEY (AREAS 1-4) (110 documents) (3696 pages)
 SANDERS AVIATION (105 documents) (725 pages)
 SELMA AG SUPPLY (3 documents) (140 pages)
 SELMA ELECTRO PLATING (1 document) (74 pages)
 SELMA TREATING CO (8 documents) (788 pages)
 SHARPE ARMY DEPOT (2 documents) (17 pages)
 SOLA OPTICAL USA INC (5 documents) (100 pages)
 SOUTH BAY ASBESTOS AREA (9 documents) (243 pages)
 STAUFFER CHEM CO DOMINGUE (2 documents) (139 pages)
 STORE FOR LESS (1 document) (4 pages)
 SULPHUR BANK MERCURY MINE (2 documents) (11 pages)
 SUNRISE MOUNTAIN LANDFILL (103 documents) (1782 pages)
 SYNTRUM CORP (15 documents) (421 pages)
 TARP (TUCSON INTERNATIONAL AIRPORT AREA) (36 documents) (953 pages)
 TRACY DEFENSE DEPOT (1 document) (2 pages)
 TRAVIS AIR FORCE BASE (9 documents) (259 pages)
 TREASURE ISLAND NAVAL STATION-HUN PT AN (8 documents) (212 pages)
 TUCSON AFP-44 (TUCSON INTERNATIONAL AIRPORT AREA) (36 documents) (953 pages)
 TUCSON SOURCES (TUCSON INTERNATIONAL AIRPORT AREA) (36 documents) (953 pages)
 TUCSON WEST CAP (TUCSON INTERNATIONAL AIRPORT AREA) (36 documents) (953 pages)
 UNITED HECKATHORN CO (RICHMOND) (2 documents) (7 pages)
 VALLEY WOOD PRESERVING INC (4 documents) (172 pages)
 WASTE DISPOSAL INC (97 documents) (1994 pages)
 WESTINGHOUSE ELECTRIC CORP (SUNNYVALE) (1 document) (130 pages)
 WILLIAMS AIR FORCE BASE (33 documents) (217 pages)

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS system and forward them for retirement to the FRC/NARA.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, logged, and indexed 12 SCAP accomplishment documents during the month.

Future Activities

Staff will continue to collect and index SCAP accomplishment documents, and enter the SDMS document IDs into the WasteLAN database.

2.5 Financial Documentation/Cost Recovery Packaging

Twenty Financial Cost Documentation Packages for the following sites were processed through the Accounting, Program, or Enforcement Final copy:

DEL MONTE CORP (OAHU PLANTATION) (SSID AG)

FRESNO SANITARY LANDFILL (SSID H7)

HASSAYAMPA LANDFILL (SSID B8)

MEW STUDY AREA (SSID M6)

MCCOLL (SSID 04)

MONTROSE CHEMICAL CORP/DEL AMO (SSID 36)

MOTOROLA (52ND STREET PLANT) (SSID BE) (2 packages)

OMEGA CHEMICAL CORP (SSID BC)

PACIFIC WASTE DISPOSAL SERVICES (SSID LL)

OPERATING INDUSTRIES, INC LANDFILL- OVERSIGHT CCD-3 (OII) (SSID 2T)

SOUTH INDIAN BEND WASH IMC OVERSIGHT (SSID GJ)

WATKINS JOHNSON (SSID D1)

WASTE DISPOSAL INC-POWERINE (SSID FY)

Cost Recovery Department staff scanned 347 documents into the SCORPIOS system. Total scanning hours: 25

The monthly SCORPIOS scanning reports were submitted to the EPA Policy and Management Division Section Chief on October 1.

Future Activities

Cost Packages and Cost Summaries will be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, staff shredded/recycled 3.2 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Task 3: Reference, Circulation, Search, Retrieval of Documents Onsite or at FRC/NARA, and CD-ROM Production

Staff processed 129 requests for documents, performed 652 database searches in SDMS, and provided 1,417 documents for EPA staff and other requesters.

Seventy-four indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and generate site file indices from the SDMS database.

3.1 Freedom of Information Act (FOIA)

At the request of the TOAM, a Librarian IV assisted RPM Andy Bain with corrections to a spreadsheet for a Navajo Nation Uranium Mines site FOIA response.

Staff provided 24.9 billable hours of FOIA support by providing documents in paper, diskette, CD-ROM, or electronic formats for 12 requests for the following sites:

ALEMANY HOUSING PROJECT
CONSOLIDATED IRON & METAL
DICO OIL CO
FIREBALL IND INC
KERR GLASS MFG CORP
LOF STRAW OIL TANK FARM
MODESTO GROUNDWATER CONTAMINATION
PHOENIX GOODYEAR AIRPORT AREA
RUSSELL MOE DUMP
SAN GABRIEL VALLEY (AREAS 1-4)
TAMCO
WASTE DISPOSAL, INC

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and photocopying or providing information electronically as required.

3.2 Photocopy and Redaction Service

Staff copied on-site a total of 8,183 non-FOIA-related pages for EPA and other requesters. In addition, staff printed 2,332 pages from SDMS.

At the request of EPA staff 11 documents from the Lava Cap Mine and Iron Mountain Mine sites were redacted in preparation for upcoming ARs.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.3 CD-ROM Service

Staff fulfilled 21 requests for documents on CD-ROMs. A total of 48,467 pages was transferred to CDs. Collections were provided for the following sites:

ADVANCED MICRO DEVICES
DENOVA ENVIRONMENTAL CORP.
DICO OIL CO.
IRON MOUNTAIN MINE
KLAU MINE
MEW STUDY AREA
MARVIN ELECTRIC MFG.
MOTOROLA, INC. (52ND STREET PLANT)
PRESERVATION AVIATION
RIALTO COLTON PLUME
SAIPAN PESTICIDES
SAN GABRIEL VALLEY (AREAS 1-4)
SULPHUR BANK MERCURY MINE
WILLIAMS AFB

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.4 Submittal of RODs, ESDs, and ROD Amendments to EPA Headquarters

No work was performed under this subtask this reporting period.

Future Activities

Staff will collect and scan RODs, ESDs, and ROD Amendments for quarterly submittal to EPA Headquarters on compact disk.

Task 4: Administrative Records (ARs) and Special Collections Management

The following ARs or special collections were compiled, copied, and sent to repositories in October:

Preservation Aviation Removal Site AR, sent October 14

Saipan Pesticides 2004 Removal Site AR, sent October 26

On October 26, staff met with the TOAM and RPM Carolyn D'Almeida to conduct a kick-off meeting for the Mare Island Naval Shipyard Administrative Record. Indexing requirements and scheduling issues were resolved so that initial work on this project could begin.

Work-performed compilations for the following sites were created or updated:

CENTRAL EUREKA MINE (SSID AQ)

FRESNO SANITARY LANDFILL (SSID H7)

INDIAN BEND WASH AREA-NORTH, SCOTTSDALE OU (SSID 20)

LEHR-OLD CAMPUS LANDFILL (SSID 7J)

MCCOLL (SSID 04)

MEW STUDY AREA (SSID M6)

Future Activities

Administrative Records and other special collections will continue to be compiled and mailed to designated repositories as directed by the TOAM.

Work-performed compilations will continue to be compiled as directed by the TOAM.

4.1 Microfilm and Electronic Media Management

No work was performed under this subtask this reporting period.

Future Activities

ARs and special collections will be sent to be microfilmed at the direction of the TOAM.

Microfilm will be sent for methylene blue testing and technical inspection as filmed ARs or special collections are completed and received.

Task 5: Manage the Day-To-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The TOM held an all-hands staff meeting on October 21.

The TOM held a Managers/Supervisors meeting on October 19.

The TOM held an SDMS Department meeting on October 12.

The RIM IV/Assistant Manager held meetings with special projects staff on October 1, 8, and 14.

The RIM IV/Head Indexer held a departmental meeting on October 19.

The TOM held a Cost Recovery Departmental meeting on October 21.

The TOM requested and received approval for purchase of telephone services for the upcoming option year from SBC on October 13.

Future Activities

Staff meetings will be conducted by the TOM and department heads.

The TOM will continue to prioritize work and assign tasks as directed by the TOAM, and will ensure that equipment and supplies are well-stocked and in working order.

Task 6: Training and Orientation

No work was performed under this subtask this reporting period.

Future Activities

Training, orientation, and tours for EPA staff, other support contractors, and other interested individuals will be conducted as directed by the TOAM.

Task 7: Online Operations and Internet Support

Backup tapes were delivered to the Facilities and Information Resources Management Branch (FIRM) for off-site storage (at Richmond Labs) on October 14.

A RIM IV installed SDMS for EPA staff member Jeffrey Dhont on October 28.

Staff assisted EPA staff members Janet Magnuson, Wayne Praskins and Kim Muratore with technical problems relating to SDMS on September 23, October 18, and October 26 respectively.

An IS III assisted EPA staff persons Dustin Minor and Elizabeth Cox with SDMS installation October 5 and October 18-19 respectively.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to IRM for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The TOM and RIM IV/Assistant Manager attended a national Superfund Records Manager/SDMS Workgroup teleconference meeting on October 20.

Future Activities

Staff will attend a national Superfund Records Manager/SDMS Workgroup teleconference meeting in November.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this period.

III. PERSONNEL ACTION

RMS III/Cost Recovery Specialist Elisa Bascos submitted her resignation effective November 4. Per direction from the TOAM, this position will not be filled at this time.

IV. SUMMARY OF TECHNICAL DIRECTION

The TOAM utilized *Express Link* Work Request forms to submit direction for 35 new projects. In addition, the TOAM submitted 5 requests for information or support in person, via telephone, or via E-mail.

Superfund Records Management Support, Region 9 (Contract #68-R9-01-01)

October 2004

New File Footage

New Files Received	Footage	Year to Date
3,345	36.7 LFT	36.7 LFT

Inventories

Records Surveyed	Year to Date
57.5 LFT	57.5 LFT

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0	0	0	0 LFT

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
95	3		0	26	0	1	2	127